

taxes, insurance, how to keep a checking account, how interest is computed, home maintenance, decorating, and landscaping; etc.; completed loan dockets for each family are submitted to the lender. Family loan dockets are reviewed and recommendations made as to the loan amounts requested; the lender reviews family loan dockets; preliminary title search of each proposed building site is begun; requests loan check from Finance Office; when check arrives, final title search is made, loan closed, checking accounts opened, and construction begun.

*Construction:* The grantee will utilize exhibit B-2 which outlines 27 construction tasks to determine the percentage of completed construction activities.

D. The computation of equivalent units and TA costs will be computed as follows:

Exhibit C will be used for recording the following information and construction in this example which starts January 1.

## STEP 1

Both the grantee and FmHA or its successor agency under Public Law 103-354 review the FmHA or its successor agency under Public Law 103-354 loan application records to determine the percentage of completion for each family in the pre-construction phase of the program. These are Phases I-III. Total these percentages to find the number of "equivalent units" (EUs) completed at that date during pre-construction. For example, if there are eight families in Group #2 and all have completed the 20 percent phase of pre-construction, then there would be 1.6 EUs in the pre-construction phase of the program as of that date. Each phase must be completed before it is considered in the calculation.

## STEP 2

Refer to the records of construction progress for families in the construction Phase III. As of that date, the director totals the percentage of completion figures for each family as follows:

Askew .....	0.45
Whited .....	0.40
Martinez .....	0.40
Gonzalez .....	0.38
Sherry .....	0.34
Duran .....	0.33
Johnson .....	0.13
Harvey .....	0.31

EUs ..... 2.92

Total production in the construction phase is therefore 2.92 EUs as of that date.

## STEP 3

Add the pre-construction and construction subtotals together:

Pre-construction ..... 1.60

Construction ..... 2.92

Total EUs ..... 4.52

This provides the total EUs of production during the first three months of operation. Steps 1, 2, and 3 will be used to complete items 7, 8 and 9 of exhibit B of this subpart.

## III. Preparation:

Compile exhibit B of this subpart in an original and four copies. The exhibit will be signed by the TA Grantee. Submit the original and three copies of the exhibit quarterly to FmHA or its successor agency under Public Law 103-354 County Office on or before January 15, April 15, July 15, and October 15, of each year for the quarters ending March 31, June 30, September 30, and December 31 of each year. The District Director will keep the original and forward two copies to the State Office. The State Office will forward one copy to the National Office. The State Office will prepare information concerning TA grants closed within 30 days of the end of a quarter on the next quarterly report.

EXHIBIT C TO SUBPART I OF PART 1944—  
AMENDMENT TO SELF-HELP TECHNICAL ASSISTANCE GRANT AGREEMENT

This Agreement dated, 19\_\_\_\_ between a nonprofit corporation ("Grantee"), organized and operating under

(authorizing State Statute)

and the United States of America acting through the Farmers Home Administration, Department of Agriculture ("FmHA") or its successor agency under Public Law 103-354, amends the "Self-Help Technical Assistance Grant Agreement" between the parties dated 19\_\_\_\_, ("Agreement").

The Agreement is amended by providing additional financial assistance in the amount of \_\_\_\_\_ to be made available by FmHA or its successor agency under Public Law 103-354 to Grantee pursuant to section 523 of Title V of the Housing Act of 1949 for the purpose of assisting in providing a program of technical and supervisory assistance which will aid low-income families in carrying out mutual self-help housing efforts; or

The Agreement is amended by changing the completion date specified in covenant 1 from \_\_\_\_\_ to \_\_\_\_\_ and by making the following attachments to this amendment: (List and identify proposal and any other documents pertinent to the grant.)

Agreed to this \_\_\_\_\_ day of 19\_\_\_\_.

(Name of Grantee)

By \_\_\_\_\_

**RHS, RBS, RUS, FSA, USDA**

**Pt. 1944, Subpt. I, Exh. E**

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

United States of America

By \_\_\_\_\_

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

Farmers Home Administration or its successor agency under Public Law 103-354

**EXHIBIT D TO SUBPART I OF PART 1944—  
SELF-HELP TECHNICAL ASSISTANCE  
GRANT PREDEVELOPMENT AGREEMENT**

This grant predevelopment agreement dated, \_\_\_\_\_ 19\_\_\_\_, is between

a nonprofit corporation ("Grantee"), organized and operating under

(authorizing State statute)

and the United States of America acting through the Farmers Home Administration, Department of Agriculture ("FmHA") or its successor agency under Public Law 103-354.

In consideration of financial assistance in the amount of \$\_\_\_\_\_ ("Grant Funds") to be made available by FmHA or its successor agency under Public Law 103-354 to Grantee under section 523 (b)(1)(A) of the Housing Act of 1949 to be used in (specify area to be served) \_\_\_\_\_ for the purpose of developing a program of technical and supervisory assistance which will aid low-income families in carrying out mutual self-help housing efforts, Grantee will provide such a program in accordance with the terms of this Agreement and FmHA or its successor agency under Public Law 103-354 regulations.

Grant funds will be used for authorized purposes as contained in §1944.410(d) of 7 CFR part 1944, subpart I, as necessary, to develop a complete program for a self-help TA grant. This will include recruitment, screening, loan packaging and related activities for prospective self-help participants.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

(Name of Grantee)

By \_\_\_\_\_

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

United States of America

By \_\_\_\_\_

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

Farmers Home Administration or its successor agency under Public Law 103-354

**EXHIBIT E TO SUBPART I OF PART 1944—  
GUIDANCE FOR RECIPIENTS OF SELF-  
HELP TECHNICAL ASSISTANCE  
GRANTS (SECTION 523 OF HOUSING  
ACT OF 1949)**

7 CFR part 1944, subpart I provides the specific details of this grant program. The following is a list of some functions of the grant recipients taken from this subpart. With the list are questions we request to be answered by the recipients to reduce the potential for fraud, waste, unauthorized use or mismanagement of these grant funds. We suggest the Board of Directors answer these questions every six months by conducting their own review. Paid staff should not be permitted to complete this evaluation.

**A. FAMILY LABOR CONTRIBUTION**

- |  |     |    |
|--|-----|----|
| 1. Does your organization maintain a list of each family and a running total of hours worked (when and on what activity)? ...          | Yes | No |
| 2. Are there records of discussions with participating families counselling them when the family contribution is falling behind? ..... | Yes | No |
| 3. Are there obstacles which prevent the family from performing the required tasks? .....  | Yes | No |

**B. USE OF GRANT FUNDS**

- |  |     |    |
|--|-----|----|
| 1. Were grant funds used to pay salaries or other expenses of personnel not directly associated with this grant? ..... | Yes | No |
| 2. Were grant funds used to pay for construction work for participating families? .....                                | Yes | No |
| 3. Were all purchases or rentals (item and cost) of office equipment authorized? .....                                 | Yes | No |
| 4. Are all office expenses authorized by 7 CFR part 1944, subpart I? .....   | Yes | No |
| 5. Was a record of long distance telephone calls maintained and was that log and telephone checked? .....              | Yes | No |
| 6. Was all travel and mileage incurred for official business and properly authorized in advance? .....                 | Yes | No |
| 7. Were mileage and per diem rates within authorized levels? .....   | Yes | No |
| 8. Were participating families charged for use of tools? .....   | Yes | No |
| 9. Were grant funds expended to train grant personnel? .....   | Yes | No |
| 10. Was training appropriate for the individual trainee? .....   | Yes | No |
| 11. Were any technical or consultant services obtained for participating families? .....                               | Yes | No |